UNITED NATIONS

ST

Secretariat

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INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Conference and Support Services

Subject: ARRANGEMENTS FOR ADMISSION TO PREMISES, CATERING FACILITIES AND COMMERCIAL OPERATIONS FOR THE FORTY-NINTH SESSION OF THE GENERAL ASSEMBLY

1. The present circular describes the arrangements that will be in effect at Headquarters for the admission to premises, parking, traffic, catering facilities and commercial operations during the forty-ninth session of the General Assembly. It should be read in conjunction with administrative instruction ST/AI/387 of 10 September 1993 on security arrangements for admission to United Nations Headquarters.

Admission to the Headquarters buildings and access to restricted areas

2. Staff members, affiliates, accredited members of non-governmental organizations and the press will be admitted to the United Nations premises only upon presentation of a valid United Nations identification card or laissez-passer. Staff members are reminded that, for security reasons, identification cards must be worn at all times in a clearly visible manner while inside the premises, in accordance with bulletin ST/SGB/259 of 2 July 1993. It is the responsibility of staff members to ensure that their identification cards are current. Expired cards will be replaced by the Pass and Identification Unit, room GA-100, upon presentation of an application obtained through the staff member's executive office. Staff members who have forgotten their identification cards will be directed to the Visitors' Entrance at 46th Street, and required to pass through the magnetometer. At the information desk located in the lobby of the General Assembly Building, a day pass can be obtained upon presentation of photo identification.

3. The second floor of both the General Assembly and the Conference buildings is reserved for members of delegations, staff conducting official business in the area and accredited members of the information media. Valid United Nations

identification will be required. Accredited photographers and television film crews must be accompanied by a Liaison Officer from the Media Accreditation and Liaison Unit of the Department of Public Information to the second floor restricted areas. Access to the North Lounge and the General Assembly Hall will be permitted only upon presentation of a restricted-area pass for the forty-ninth session of the General Assembly, together with a United Nations identification card. Restricted area passes will be issued by the Pass and Identification Unit, under arrangements made by the executive offices. Identification cards and restricted area passes are subject to verification by security officers and must be worn so that they are easily visible.

4. The South Lounge on the second floor of the Conference Building, exclusive of the adjoining Security Council Lounge, is open to staff members when the Security Council is not in session.

5. Staff members are reminded of the existing security arrangements which require that all visitors on official business or invited guests who wish to gain access to the premises must enter through the Visitors' Entrance at 46th Street and then pass through the magnetometer prior to requesting admission to the Secretariat Building. At the information desk, the information assistant will verify the visit and clear the visitor or guest with the respective official. Following clearance, the security officer will issue a visitor's day pass. Visitors or guests will be required to submit to the security officer at the information desk personal identification bearing a photograph, which should be retrieved prior to departure from the building. Visitors and guests should be informed or reminded to bring photo identification in order to avoid inconvenience. During peak periods of the General Assembly, staff members are asked to restrict visits by outside persons to those involving official business only. It will be the responsibility of each staff member visited to meet, accompany at all times and later escort guests back to the public area in the General Assembly lobby for exit. Staff members may not bring visitors through the Secretariat entrance. Guests of staff members will not be permitted to enter restricted areas.

6. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the conference rooms and General Assembly Hall upon presentation of their identification cards. On certain days, special arrangements may be in effect. During the period of the general debate, from 26 September to 14 October 1994, guided tours will be suspended on weekdays.

Traffic in the Secretariat Circle

7. Vehicular access through the Secretariat Circle will continue to be restricted to the vehicles of the permanent representatives of missions to the United Nations. No other vehicular access will be permitted. Staff members who normally meet family members or friends in the Secretariat Circle must make arrangements to meet them outside the United Nations premises. Staff members arriving and departing by taxi should be dropped off and picked up outside the 43rd Street entrance. Exceptions will be made for disabled persons upon appropriate certification by the Medical Service.

Parking

8. Parking in the garage will be limited to staff members in possession of a valid parking permit. A limited number of temporary permits may be issued to staff members upon written justification by the executive office and approval of the Garage Review Board if exigencies of the service require the use of a vehicle for transportation. All holders of valid parking permits must ensure that they are prominently displayed and readily visible to security officers at entry points and while vehicles are on the premises. Vehicles not displaying a valid permit are liable to be towed off the premises for security/safety reasons. Car pools carrying passengers who are not in possession of valid United Nations identification will be required to discharge those persons before entering the service drive.

9. Vehicles other than those belonging to permanent representatives of missions to the United Nations will be required to enter/exit the garage via the 48th Street entrance. Vehicles may also exit through the 42nd Street entrance between 8 a.m. and 8 p.m., Monday to Friday. Traffic lanes on the service road and roadways in the garage must be kept free of vehicles to permit the movement of official motorcades.

Dining room, other catering facilities and commercial operations

10. The hours of service for the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Staff members wishing to eat in the Delegates' Dining Room are encouraged to make their reservations (ext. 3-7625) for 11.30 a.m., 12 noon or after 2 p.m. since the demand at 1 p.m. is usually heavy. During the general debate, access to the Delegates' Dining Room for lunch will be restricted to persons holding valid United Nations identification cards or laissez-passers. From 19 September to 15 October 1994 reservations for private dinners or receptions will be accepted only from permanent missions or other United Nations bodies. The Ex-Press Bar may not be used for parties during the session of the General Assembly.

11. Staff members whose lunch hour is not determined by the schedule of meetings are urged not to use the cafeteria when it is most crowded, between 12.45 p.m. and 1.45 p.m. Alternatively, lunch facilities in the following areas may also be used: the Staff Café on the fourth floor, the UNCA Club on the third floor, the Vendery on the third floor of the General Assembly Building, the Coffee Shop in the first basement of the General Assembly Building (visitors' area), the cafeteria on the third floor of the UNDC-1 Building and the cafeteria on the first floor of UNICEF House.

12. The hours of operation of the various facilities during the forty-ninth session of the General Assembly will be as follows:

20 September to 31 December 1994

Cafeteria (Secretariat Building - first floor)

Monday-Friday	8 a.m.-10 p.m.
Saturday	9 a.m.-5 p.m.

UNCA Club (Secretariat Building - third floor)

Monday-Friday	10 a.m.-4.30 p.m.

Staff Café (Conference Building - fourth floor)

Monday-Friday	12 noon-3 p.m.

Vendery (General Assembly Building - third floor)

Monday-Sunday	Open 24 hours

South Lounge (Conference Building - second floor)

Monday-Friday	11 a.m.-7.30 p.m.

North Lounge (Conference Building - second floor)

Monday-Friday	(snack bar)	10 a.m.-5 p.m.
Monday-Friday	(bar)	11 a.m.-8 p.m.

Delegates' Dining Room (Conference Building - fourth floor)

Monday-Friday	11.30 a.m.-2.30 p.m.

Coffee Shop (General Assembly Building concourse - first basement)

Monday-Sunday	8.30 a.m.-4.30 p.m.

Viennese Bar (General Assembly Building - first basement)

Monday-Friday	10 a.m.-5 p.m.

UNDC-1 Cafeteria (third floor)

Monday-Friday	8 a.m.-4.30 p.m.

UNICEF Cafeteria (UNICEF House - first floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

Gift Centre (General Assembly Building concourse - first basement)

Monday-Sunday	9 a.m.-5.15 p.m.

UNPA Stamp Counter (General Assembly Building concourse - first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

Bookshop (General Assembly Building concourse - first basement)

Monday-Saturday	9.30 a.m.-5 p.m.
Sunday	10 a.m.-5 p.m.

Automobile Service Station
(South service entrance - third basement)

Monday-Friday	8.30 a.m.-5.30 p.m.